SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/07/15 CLOSING DATE: 05/19/15 (4:30 PM)

SCDC INTERNAL TITLE: INTAKE/TRANS COORD SCDC POSITION #: 021247

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35

BAND: 05 SALARY RANGE \$ 031805 - \$ 058848 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 034405 - \$ 054446 SCEIS POSITION #: 61022143

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE AND TWO (2) YEARS RELEVANT PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER SUPERVISION OF UNIT DIRECTOR/CLINICAL SUPERVISOR, RESPONSIBLE FOR DEVELOPMENT/DELIVERY OF INTAKE COORDINATION & COMMUNITY REENTRY CLIENT SERVICES. CONDUCT/COMPLETE INTAKE INTERVIEWS W/NEW ADMISSIONS COORDINATE/CONDUCT REFERRALS W/HUMAN SERVICE PROVIDERS FOR CONTINUUM OF CARE. SERVE ON INSTITUTIONAL CLASSIFICATION BOARD FOR ADMISSIONS, IMPLEMENT/CONDUCT/COMPILE CLIENT SATISFACTION SURVEYS FOR DATA COLLECTION/PROCESS/OUTCOME EVALUATION. ASSIST WITH PREPARATION OF AFTERCARE PLANS. PREPARE MONTHLY INTAKE/TRANSITIONAL ACTIVITY REPORTS. SERVE AS TEAM MEMBER ON TREATMENT TEAM FOR INTAKE/DISCHARGE PLANNING. CASE MANAGEMENT FOR CONDUCT INDIVIDUAL/GROUP COUNSELING, ASSESSMENTS, DRUG TESTS & DEVELOP TREATMENT PLANS. MANAGE AND COMPLETE THE 90-DAY CLIENT AFTERCARE TRANSITION SURVEYS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING